



# MANITO ART LEAGUE

## SILENT AUCTION

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/sadashboard-6993611be202ea433b6fdac1>

**SILENT AUCTION Dashboard**

Calendar

To  
Select Date

Silent Auction Maintenance

Reports

year	total_soldfor	total_value	total_percent
------	---------------	-------------	---------------

### On your Dashboard:

- Click on Silent Auction Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.
- Documentation is available on the buttons in the screens. Pdf download.

### NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.
- You can freeze columns to move thru the data.

### RULES ON ENTRY:

- Entering is case sensitive
- All fields do not need to be entered.
- **DO NOT** use PERIODS or COMMAS!!
- Yes or No **>DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES

- **YEAR = 4 digits**, NOT 2. (2025)
- Custid is for those that are members, you can lookup the custid in members report.

## SILENT AUCTION MAINT. INSTRUCTIONS

- Silent Auction Interactive Report- Add, Edit and Delete Records (delete in the future)

<div> <span>ADD NEW ITEM</span> <span>HOME</span> <span>Silent Auction Documentation</span> </div>							
Q Search...		Filters Download		37 Records Page 1 of 3			
Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
\$	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
\$	7	2025				Alfery, Christine	Earth's Jamboree
\$	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
\$	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.
\$	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's River Ri.
\$	17	2025				Barnhill, David	Milky Way over Bl.

### SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.

<div> <span>ADD NEW ITEM</span> <span>HOME</span> <span>Silent Auction Docu</span> </div>					
Filters Download		37 Records <			
au_year	au_soldfor	au_purchby	au_phone	au_donor	
2025	\$ 170	<div> Sort column ascending Sort column descending Freeze column left Freeze column right </div>	715-892-1209	Alfery, Christine	
2025				Alfery, Christine	
2025	\$ 100		843-601-2501	Babb, Phil	
2025	\$ 220	Mark White	843-601-2501	Babb, Phil	
2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	

### SEARCHING:

For advanced searching, use the filter

### TO FILTER:

- Click on the filter:
- You have many options here...You can search on any field with specific selections.

MANITO ART LEAGUE

ADD NEW ITEM

HOME

Search... Filters Download

Save Move Change column datatype to see filter operators

Where Attribute

				au_purchby	au_phone	
				Vicki Langer	715-892-1209	Al
						Al
	14	2025	\$ 100	Mark White	843-601-2501	Br
	14	2025	\$ 220	Mark White	843-601-2501	Br

- Select the Attribute (fields/column) you want to find.

MANITO ART LEAGUE

ADD NEW ITEM

HOME

Silent A

Search... Filters Download 37 F

Save Move Change column datatype to see filter operators

Where Attribute

				au_purchby	au_phone	au_dc
				Vicki Langer	715-892-1209	Alfery, C
						Alfery, C
	14		\$ 100	Mark White	843-601-2501	Babb, Ph
	14		\$ 220	Mark White	843-601-2501	Babb, Ph
	17		\$ 110	Robin Pyrcik	630-921-1600	Barnhill,
	17					Barnhill,
	37		\$ 60	Jennifer Dodge	715-892-7275	Bokern, I
	47		\$ 300	Gail Vandewalker	319-360-3687	Brimmer,
	54		\$ 110	Paul Pyrcik	630-921-1600	Burgess,

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

MANITO ART LEAGUE ADD NEW ITEM HOME Silent Auction Documentation

Search... Filters Download 37 Records Page 1

Save Move Change column datatype to see filter operators

Where au\_donor contains

14 2025 does not contain

14 2025 starts with

17 2025 ends with

17 2025 is exactly

37 2025 empty

47 2025 not empty

54 2025 \$ 110

54 2025

au_purchby	au_phone	au_donor	au_title
Vicki Langer	715-892-1209	Alfery, Christine	Yellow B
		Alfery, Christine	Earth's J
Mark White	843-601-2501	Babb, Phil	Hat (Fig
Mark White	843-601-2501	Babb, Phil	Early Sn
Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's
		Barnhill, David	Milky Wc
Jennifer Dodge	715-892-7275	Bokern, Emily	In A Row
Gail Vandewalker	319-360-3687	Brimmer, Shannon	Grace
Paul Pyrcik	630-921-1600	Burgess, Sean	Admirati
		Burgess, Sean	Dragonfl

- Enter letters of the lastname of the person you are finding and press Apply.

MANITO ART LEAGUE ADD NEW ITEM HOME

Search... Filters Download

Move Change column datatype to see filter operators

Where au\_donor contains vdl

+ Add Filter CLEAR ALL APPLY

au_phone
715-892-1209
843-601-2501
843-601-2501
630-921-1600

- You will see your results.
- X out to see the record

Pages / SAuction\_Maint manitoartleague's apps / Manito Art League Search Ctrl + K Share Deploy

MANITO ART LEAGUE ADD NEW ITEM HOME Silent Auction Documentation

Search... Filters (1) Download 2 Records Page 1 of 1

Move Change column datatype to see filter operators

Where au\_donor contains va

+ Add Filter CLEAR ALL APPLY

au_phone	au_donor	au_title
262-483-2819	Varga, Susan	Portraits of Bloom
	Varga, Susan	Mandala Intuitive

Pages / SAuction\_Maint ▾ manitoartleague's apps / Manito Art League ▾  Ctrl + K

**MANITO ART LEAGUE**

Search...   2 Records Page 1 of 1

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
<input type="button" value="S"/>	363	2025	\$ 100	Sandy Cashman	262-483-2819	Varga, Susan	Portraits of Bloom
<input type="button" value="S"/>	363	2025				Varga, Susan	Mandala Intuitive .

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

Search...

⋮ Move Change column datatype to see filter operators

Where Lastname contains wei

+ Add Filter

- And then click on the X to get out.

Search...






Save ⋮ Move Change column datatype to see filter operators

Where Attribute






1 Achauer Jeannine

## TO USE THE SEARCH BOX: - CustId and Donor Name for Search Only

- Type in the letters and it will pop in the matching records.





MANITO ART LEAGUE		ADD NEW ITEM		HOME	
Q 5		Filters		Download	
Save	au_custid	au_year	au_soldfor	au_purchby	au_p
 S	54	2025	\$ 110	Paul Pyrcik	630-921
 S	54	2025			
 S	105	2025			
 S	152	2025			
 S	7	2025	\$ 170	Maki Langer	715-892







- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the “x” to clear the selection

MANITO ART LEAGUE		ADD NEW ITEM		HOME	
Q 5		Filters		Download	
Save	au_custid	au_year	au_soldfor	au_purchby	au_p
 S	54	2025	\$ 110	Paul Pyrcik	630-921
 S	54	2025			
 S	105	2025			
 S	152	2025			
 S	7	2025	\$ 170	Maki Langer	715-892

## EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

 S	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	I
 S	17	2025				Barnhill, David	I
 S	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	J
 S	47	2025	\$ 300	Gail Vandewalker	319-360-3687	Brimmer, Shannon	C

	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Early S
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early S
	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaver
	17	2025		Kat Nordby		Barnhill, David	Milky V
	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	In A Rc
	47	2025	\$ 300	Gail Vandewalker	319-360-3687	Brimmer, Shanon	Grace

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear

Pages / SAuction\_Maint ▾

manitoartleague.com / Manito Art League








Record updated successfully

ADD NEW ITEM

HOME

Silent Auction Document

Search... Filters Download 37 Records < Page

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Y
	7	2025				Alfery, Christine	E
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	F
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	E
	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	F
	17	2025		Kat Nordby		Barnhill, David	M
	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	I

## ADDING A NEW MEMBER RECORD:

- Click on the ADD NEW MEMBER BUTTON




MANITO ART LEAGUE

ADD NEW ITEM

HOME

Sil

Search... Filters Download

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfe
	7	2025				Alfe
	14	2025	\$ 100	Mark White	843-601-2501	Bat

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

Form

ID

Cust ID

AU Year

Sold For

Au Value

Purchased By

Phone

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

Form

Cust ID

248

AU Year

2028

Sold For

Purchased By

Phone

Donor

Kat Nordby

Title

Blazing colors



- When you complete all the fields that need to be entered, all the way to the bottom
- Click Submit

Form fields and values:

- Phone: (empty)
- Donor: Kat Nordby
- Title: Blazing colors
- Au Value: 450
- Size: 16 x 20
- Medium: Acrylic

Buttons: Reset, Submit (circled in red)

- After Clicking the Submit, it will return you to the screen.

<div> <span>ADD NEW ITEM</span> <span>HOME</span> <span>Silent Auction Documentation</span> </div>							
<input type="text" value="Search..."/>		<span>Filters</span> <span>Download</span>		38 Records <span>&lt;</span> Page 1 of 3 <span>&gt;</span>			
Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
S	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
S	7	2025				Alfery, Christine	Earth's Jamboree
S	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
S	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.

- To see the new entry, Search the New Member

MANITO ART LEAGUE

ADD NEW ITEM

HOME

Silent Auction Documentation

Q nor

Filters Download

1 Records Page 1 of 1

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	248	2028				Kat Nordby	Blazing colors

- When done – click back to Home button

MANITO ART LEAGUE

ADD NEW ITEM

HOME

Silent Auction Documentation

Search...

Filters Download

38 Records Page 1 of 3

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
	7	2025				Alfery, Christine	Earth's Jamboree
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.

- To get to your Reports page, click on the reports button.

MANITO ART LEAGUE

## SILENT AUCTION Dashboard

Calendar

To

Select Date

Silent Auction Maintenance

Reports

year	total_soldfor	total_value	total_percent

- Select the link you want to see in reports. You will **not** be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.